

STATE OF ALABAMA

Information Technology Policy

Policy 340-00: State Information Technology Capital Budget

Agencies annually budget and spend millions of dollars on information technology systems critical to the mission of the agency. Many of these capital projects for software application systems and infrastructure cover several years and compete against other capital projects in the agency. The state has a need to review a summary of these projects as they relate to the overall agency and statewide capital projects.

OBJECTIVE:

The objective of this policy is to establish the need for agencies to formally submit annual IT capital projects.

SCOPE:

This policy applies to all state agencies, boards and commissions with the exception of the Legislative and Judicial branches.

RESPONSIBILITIES:

Information Services Division

1. Establish the approach, methodologies, format and content to be followed by the agencies to ensure and facilitate uniform reporting, consistent review techniques, and compatibility of results.
2. Review summary of statewide IT capital expenditures.

Agency Management, Information Technology Organization

1. Prepare annual IT capital budget summary budgets in accordance with the SMART Governing program and Capital Budget Sub-plan requirements.
2. Present annual IT capital budget requests as required by the CIO.

ENFORCEMENT:

Authority

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-424.

State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-37.

State of Alabama Code, Acts 2000-715, Section 16-61-D through 16-61-D6.

Reporting

Agency reporting of IT capital projects must be submitted annually to the State Comptroller as part of the state's SMART Governing program.

Compliance with this policy will be indicated as part of the agency's overall IT performance scorecard included in the State's annual IT report.

Non-Compliance

The Chief Information Officer will reserve the right to hold or deny an agency's purchasing requests, contract approvals and personnel actions until such time an agency complies fully or partially with this policy.

Signed by Jim Burns, Chief Information Officer

Policy History

Version	Release Date	Comments
Original	09/22/2006	